

What I Need to do to get a DUNS Number For My Company?

Where Can I Get One?

Visit the following website: <http://www.dnb.com/get-a-duns-number.html>

The Website will assist you with the following:

1. Get a D&B D-U-N-S Number
2. Update your company's profile for your existing D-U-N-S Number
3. Request a D-U-N-S Number for doing business with the government

What is a DUNS Number?

The DUNS Number was developed in 1962. It is a unique global business identification system that identifies, validates, and relates more than 100 million businesses worldwide.

The process of assigning and maintaining a DUNS Number stays with the company throughout whatever changes it goes through including bankruptcy.

Only the DUNS Number lets you keep track of these businesses and integrate information from various sources to make it understandable and useful.

Why Do I Need a DUNS Number?

The DUNS Number provides linkages that reveal relationships between companies and across a corporate family tree which helps companies manage threats and identify opportunities they weren't able to see before.

The DUNS Number helps enhance your purchasing power by identifying current vendors that come from the same corporate family so they can be approached as a single unit.

Working with the Government

When your business delivers products or services under a government contract, you are required to adhere to a variety of regulations that range from qualifying for the work in the first place, to reporting your activities on a regular basis after a contract is signed.

What Information Do I Need to Get My DUNS Number?

When registering for your D-U-N-S Number, you will need the following information on hand:

- Legal name
- Headquarters name and address for your business
- Doing Business As (DBA) or other name by which your business is commonly recognized
- Physical address, city, state and ZIP Code
- Mailing address (if separate from headquarters and/or physical address)

- Telephone number
- Contact name and title
- Number of employees at your physical location
- Whether you are a Home-Based Business

How Do I Get a DUNS Number?

The process is easy: First, the system checks to see if your company already has a D-U-N-S number. If not, the system will ask you (the company) for some key business information about your company to create your credit profile.

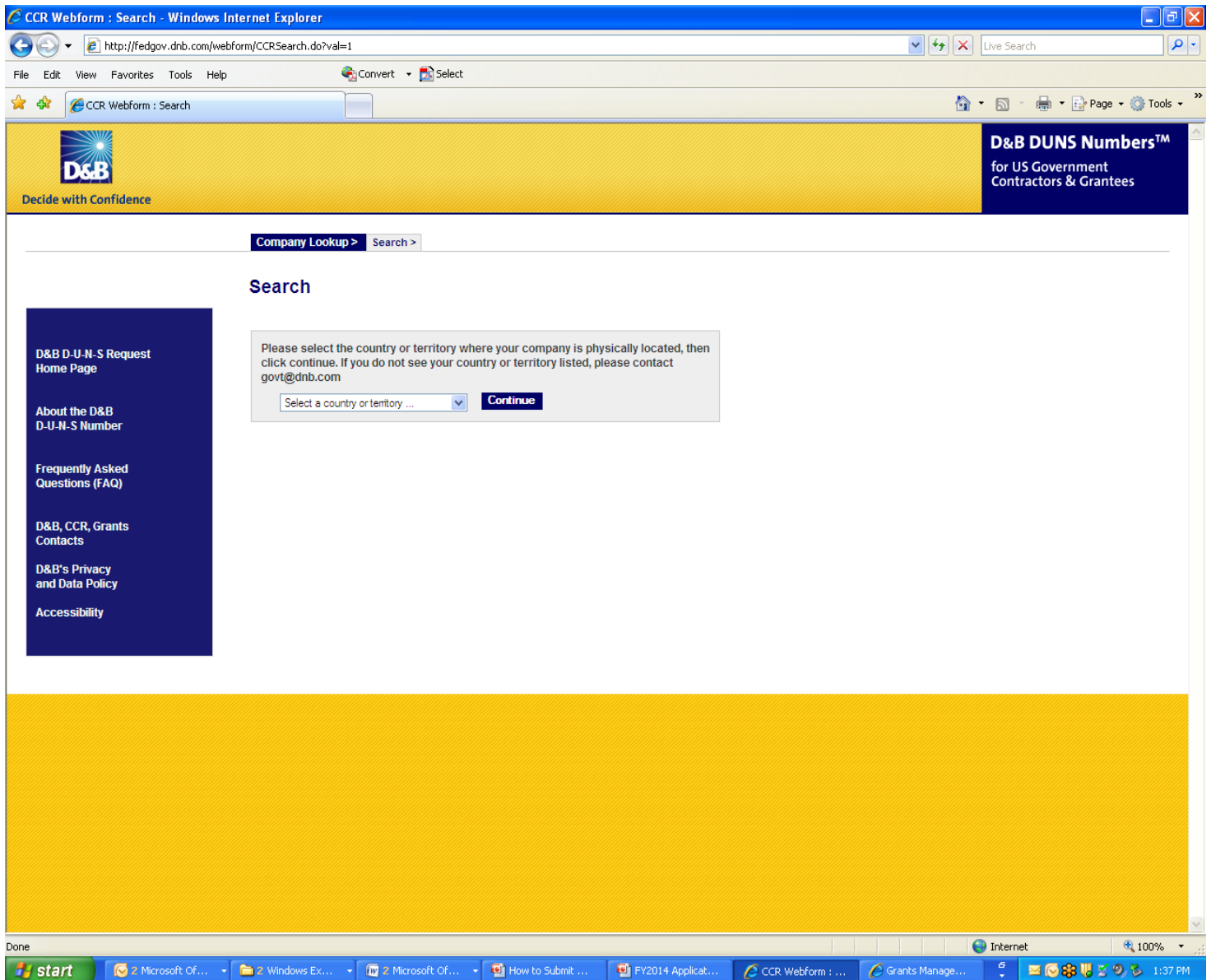
Once this step is completed, you will receive your D-U-N-S number via email in as few as 5 business days.

If your company already has a D-U-N-S number, you can sign up for iUpdate to gain access to your D&B information online.

Step 1: “Click” on DUNS Number on the right side of the screen.



Step 2: Select the appropriate country where your company is located.



Answer: It is assumed, the answer is the United States. Then “click” continue.

Step 3: “Click” *Continue to Government iUpdate* button which will direct you to the Welcome to Government iUpdate Screen.

govt@dnb.com. Click **Continue to Government iUpdate** to begin.' At the bottom of the content area are two buttons: 'Return to Webform' and 'Continue to Government iUpdate'. The footer of the page reads '© Dun & Bradstreet, Inc., 2000-2010. All rights reserved.' and 'FAQs'. The Windows taskbar at the bottom shows the Start button and several open applications: 'Microsoft Office...', 'Windows Explorer', 'Microsoft Office...', 'How to Submit...', 'FY2014 Applicat...', 'DnB - iUpdate ...', and 'Grants Manage...'. The system clock shows '1:44 PM'." data-bbox="57 155 938 697"/>

DnB - iUpdate Webform - Windows Internet Explorer

https://iupdate.dnb.com/iupdate/webformHome.htm;jsessionid=C7527BF77DFC47A3C467CD2C8F39E325.app1

File Edit View Favorites Tools Help

DnB - iUpdate Webform

Government iUpdate
Decide with Confidence

Welcome Page Webform Home FAQs

Home » iUpdate - Webform Page

iUpdate - Webform Page

Dun & Bradstreet (D&B) is pleased to announce that a new authentication security protocol, to further safeguard your business identity, has been added to the D-U-N-S Number request process for entities doing business with the US Federal Government.

Our updated site:

- Establishes an association between you and the business(es) you select
- Authenticates you "are who you say you are" by asking you to answer a few individual based challenge questions
- Still requires that you be a principal, owner, officer or responsible manager of the entity for which you are:
 - o Viewing an existing D-U-N-S
 - o Requesting a new D-U-N-S
 - o Requesting changes to an existing D-U-N-S

Authentication is a one-time process and once completed, you are given an ID and PW so you may easily re-enter the system when needed. If you should have any additional questions, please review the FAQ's or email us at govt@dnb.com. Click **Continue to Government iUpdate** to begin.

Return to Webform Continue to Government iUpdate

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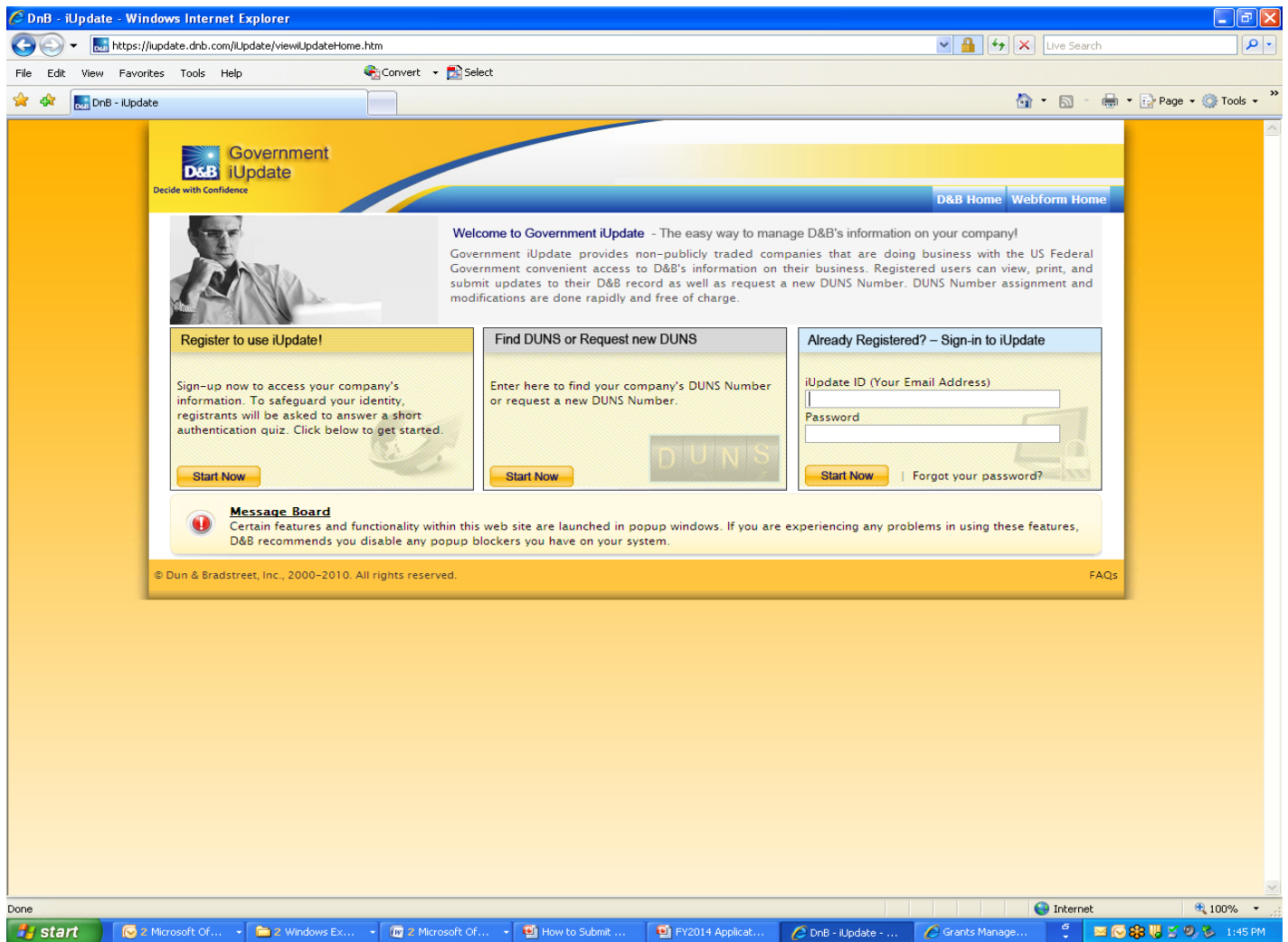
start

Microsoft Office... Windows Explorer Microsoft Office... How to Submit... FY2014 Applicat... DnB - iUpdate ... Grants Manage...

Internet 100% 1:44 PM

Step 4: This D&B screen will provide you with the following information:

1. Register to use the system,
2. Find your DUNS number or request a new DUNS number
3. If you are registered, a means to follow-up with your company's information.



Government iUpdate
Decide with Confidence

Welcome to Government iUpdate - The easy way to manage D&B's information on your company!

Government iUpdate provides non-publicly traded companies that are doing business with the US Federal Government convenient access to D&B's information on their business. Registered users can view, print, and submit updates to their D&B record as well as request a new DUNS Number. DUNS Number assignment and modifications are done rapidly and free of charge.

Register to use iUpdate!

Sign-up now to access your company's information. To safeguard your identity, registrants will be asked to answer a short authentication quiz. Click below to get started.

Start Now

Find DUNS or Request new DUNS

Enter here to find your company's DUNS Number or request a new DUNS Number.

Start Now

Already Registered? - Sign-in to iUpdate

iUpdate ID (Your Email Address)

Password

Start Now | [Forgot your password?](#)

Message Board
 Certain features and functionality within this web site are launched in popup windows. If you are experiencing any problems in using these features, D&B recommends you disable any popup blockers you have on your system.

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Upon receiving your D-U-N-S number, place the number

- In your application(s) on page 1.

As a new Federal requirement

- All D-U-N-S numbers will be verified by the City of Norfolk, Federal government and auditors.

Step 5: Complete and submit the following form along with your application(s).



On behalf of _____ (Name of Company), I verify that the following information is accurate.

DUNS Number Requirement

The federal government requires organizations to provide a DUNS number as part of their grant applications and proposals.

Does your agency apply for federal grant programs? Yes ☐ No ☐

If you were awarded funds with any of the City's HUD Entitlement programs, Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), and/or the Emergency Solutions Grant (ESG) Program, having a DUNS number is a requirement under the federal Office of Management and Budget (OMB). If so, please fill out the following boxes (shaded areas) and submit to the Division of Grants Management.

Agency Information

Global Parent Owner Name:

DUNS Number:

Global Parent Legal Business Name:

Doing Business As:

Address:

City:

State:

Zip Code:

Telephone Number:

Fax Number:

What Federal Program have you been awarded with the City of Norfolk?

CDBG ☐

HOME ☐

ESG ☐

CDBG-R ☐

HPRP ☐

*I certify that the information contained herein was examined by me and to the best of my knowledge and belief is true, correct and complete. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802).*

Signature & Title of Business Owner

Date